

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC ORDER

NUMBER: 2

Subject:

DATE: 11/23/99

DELEGATION OF AUTHORITY TO AUTHORIZE
PURCHASE REQUISITIONS AND WORK ORDER REQUESTS

By virtue of the authority vested in me as the Director of the Federal Law Enforcement Training Center, including the authority delegated to me in Treasury Order No. 140-01, it is ordered that the following purchase requisition/work order authorizing limitations apply:

**1. OFFICIAL RECEPTION AND REPRESENTATION (ORR)
PURCHASE REQUISITIONS:**

- | | |
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| - up to \$500 from Imprest Funds | - FLETC Director, Associate Directors, Deputy Associate Directors, and/or Assistant Directors in accordance with the simplified purchase procedures under the Federal Acquisition Regulation, Subpart 13-4. |
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2. ALL OTHER PURCHASE REQUISITIONS:

- | | |
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| - in excess of \$200,000 | - FLETC Director |
| - up to and including \$200,000 | - Associate Director, Planning and Resources Directorate/Deputy Associate Director, Office Planning and Resources
Chief, Procurement Division |
| - up to and including \$100,000 | - Duly Appointed Contracting Officers
(Within their respective contracting thresholds) |

**3. WORK ORDER REQUESTS: Minor Construction and Maintenance (MCM)
Projects:**

- | | |
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| - up to \$25,000 | - Chief, Facilities Management Division
for Glynco |
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- up to \$1,000 when the Independent Government Estimate (IGE) does NOT exceed \$1,000
- Chief, Artesia Administrative Division (AAD) for Artesia
- Glynco Division Chiefs have this authority when the FAC IGE does not exceed \$1,000
- Artesia Division Chiefs have this authority when the AAD IGE does not exceed \$1,000

All Other Construction:

- up to \$300,000
 - FLETC Director
 - up to \$100,000 AND if approved by the FLETC Director at the quarterly project review meeting
 - The Associate Director, Planning and Resources Directorate/Deputy Associate Director, Office of Planning and Resources
 - The Assistant Director, Office of Artesia Operations
4. Authority to revise, amend or supplement this Order remains solely with the FLETC Director.
 5. This Order becomes effective upon issue and supersedes all previously published FLETC Orders on this subject.

W. Ralph Basham
Director